

# Cascade County

## Job Description

<b>Class Title</b>	<b>Accounting Manager</b>
<b>Department</b>	<b>Clerk and Recorder</b>
<b>FLSA</b>	<b>Exempt</b>
<b>Date</b>	<b>May 2014</b>

### Job Summary

The Accounting Manager will establish and maintain proper accounting and fiscal services and controls in accordance with County policies, Montana State Statutes, grant requirements, Generally Accepted Accounting Principles (GAAP) and pronouncements of the Governmental Accounting Standards Board (GASB). Manages the Centralized Accounting Department personnel. Works closely with County's Chief Fiscal Officer to develop, implement, manage and ensure compliance of County wide internal controls and financial management policies. Responsible for advanced accounting tasks and oversight of the County's Chart of Accounts and General Ledger. Assists Chief Fiscal Officer, Grants Manager and all Department Heads and appropriate staff on County budgeting matters. Leads Year-End Closing process and works directly with external auditors, and grant auditors, including working with the Chief Fiscal Officer to complete the Single Audit and the Comprehensive Annual Financial Report (CAFR).

### Distinguishing Class Features

The Accounting Manager provides financial expertise and maintains and integrated system of financial services for all county functions; maintains and formulates policies and procedures for all accounting functions; provides technical and analytical expertise to county wide staff for both accounting and budget functions. The Accounting Manager has a broader knowledge base of statutory and regulatory requirements and the ability to research highly technical issues and supervise and direct employees assigned to the accounting function for all county departments. The Accounting Manager also conducts daily business functions such as preparation of reports; reconciliation of accounts receivable and payable; allocation of funds; auditing processes; reporting of grant and fund balances; debt management, capital project accounting. The position requires strong written and verbal communication skills.

### Essential Job Duties and Responsibilities

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)*

- ❑ Supervises, plans, coordinates, and directs the work of the Centralized Accounting staff.
- ❑ Provides input regarding staffing decisions including hiring, personnel actions, training, performance evaluations.
- ❑ Assists Chief Fiscal Officer with ongoing management of the departmental budget process to ensure compliance with County procedures.
- ❑ Provides advice and assistance to all County managers regarding internal policies and procedures.
- ❑ Assists Chief Fiscal Officer with revenue and expenditure management and projections including detailed analysis of all County Funds and accounts.
- ❑ Communicates with Chief Fiscal Officer on any anticipated revenue or expenditure variances.
- ❑ Ensures federal grant management and internal grant management policies are followed.
- ❑ Reports found irregularities and unresolved problems with departments and staff to the Clerk and Recorder, and the Chief Fiscal Officer.

- ☐ Reviews accounts payable to ensure expenditures are properly recorded.
- ☐ Prepares financial statements to meet the requirements of management.
- ☐ Is the primary department contact for all accounting inquiries.
- ☐ Possesses strong customer service skills and patience.
- ☐ Supervises County wide purchase order policies and processing.
- ☐ Responsible for development, testing, implementation, documentation and maintenance of financial software systems;
- ☐ Monitors Rural Improvement District assessment activities.
- ☐ Monitors cash balance of Funds and grants in coordination with Grants Manager and Chief Fiscal Officer;
- ☐ Administers the Extraordinary Snow Removal contract for Cascade and six other missile counties;
- ☐ Administers Solid Waste program.
- ☐ Directs Fiscal Year End coordination with Chief Fiscal Officer and all County departments
- ☐ Compiles and completes the computations of the Mill Levy from the Certified Taxable Valuation Information forms;
- ☐ Maintains the Lighting Districts and the Clerk & Recorder's Trust Fund or Sale of Real Estate proceeds;
- ☐ In collaboration with the Chief Fiscal Officer provides ongoing assistance in reviewing new or revised County policies and procedures for accounting and financial controls.
- ☐ Presents financial information at meetings;
- ☐ Plans, coordinates, and directs the work of the Accountants within their assigned departments;
- ☐ Assists Accounting Technicians, answering questions, giving advice and monitoring basic accounting issues through accounting staff.
- ☐ Assists with and coordinates monthly meetings for Centralized Accounting personnel.
- ☐ Provides ongoing training regarding proper accounting procedures.
- ☐ Coordinates with the County's Information Technology Department appropriate accounting interactions.
- ☐ Conducts other duties or special projects as assigned by Clerk and Recorder.

## Required Knowledge and Abilities

### ***Knowledge and understanding of:***

- ☐ Generally accepted accounting principles (GAAP), practices, and standards;
- ☐ Generally accepted auditing standards (GAAS);
- ☐ Comprehensive Annual Financial Reports (CAFR);
- ☐ State of Montana's Budgetary Accounting and Reporting System (BARS);
- ☐ Government Finance Officers Association (GFOA) Best Practices
- ☐ Guidelines for GFOA's Certificate of Achievement for Excellence in Financial Reporting Program
- ☐ Governmental fiscal administrative processes such as budget development and disbursement, rate setting, accounting, grant administration, and purchasing;
- ☐ Applicable State and Federal regulations;
- ☐ Advanced knowledge of Microsoft Office.
- ☐ Understands Cost Accounting procedures as utilized in Local Government Agencies;
- ☐ In depth knowledge and understanding of computerized accounting systems;
- ☐ Supervisory principles and practices.

***Skill in:***

- ❑ Computer use and data processing technology as applied to financial, accounting and auditing utilizations.
- ❑ Evaluating accounting software effectiveness and solving routine problems.
- ❑ Problem solving and conflict resolution.
- ❑ Operating a personal computer using word processing, financial spreadsheets, specialized accounting and database applications appropriate to assigned duties.
- ❑ Analyzing and interpreting accounting data and recognizing errors.
- ❑ Preparing accurate and timely financial reports.
- ❑ Directing work and setting priorities.
- ❑ Multi-tasking.

***Ability to:***

- ❑ Maintain a program of accounting and fiscal services and controls as defined by County Policies.
- ❑ Analyze and interpret financial data and information and reach conclusions.
- ❑ Organize information clearly to meet management's need.
- ❑ Quickly master the County's accounting software.
- ❑ Perform computations accurately and quickly.
- ❑ Read and interpret information.
- ❑ Pay attention to detail and accuracy.
- ❑ Communicate orally and in writing.
- ❑ Supervise and coordinate projects.
- ❑ Follow verbal and written instructions.
- ❑ Review written material.
- ❑ Maintain strict confidentiality.
- ❑ Handle stress and react well under pressure.
- ❑ Deal with frequent changes, delays, interruptions or unexpected events.
- ❑ Work with minimal supervision.
- ❑ Work as a member of a team.
- ❑ Establish and maintain effective working relationships with coworkers, managers, representatives of other agencies or departments and the public.

## **Reporting Relationships**

***Decision- making Authority:***

Reports to the Clerk & Recorder. Manages the work of Accountants in their assigned area. Informs upper management when the work does not meet the goals of management. The Accounting Manager has a broader base of authority in developing new policies and procedures, and resolving accounting concerns of management. Also provided guidance by the Chief Fiscal Officer.

## **Minimum Qualifications**

***Education/Experience/Training:***

- Bachelor's Degree in Accounting, Finance Management or related field **and** eight (8) years' experience in a governmental accounting setting
- **or**
- Bachelor's Degree in Accounting, Finance Management or a Related field and five (5) years' experience in a governmental accounting setting including two (2) years supervisory experience
- Certified Public Accountant or Certified Public Finance Officer (CPFO) highly desirable.
- Ability to obtain a Montana driver's license within 60 days of employment.

## Job Performance Standards

Evaluation of this position will be based primarily on performance of the preceding areas of accountability and performance. To perform the job successfully, an individual should demonstrate the following Valued Work Behavior Competencies:

- **Adaptability:** Adapts to changes in the work environment, manages competing demands, changes approach or method to best fit the situation, able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality:** Is consistently at work and on-time, ensures work responsibilities are covered when absent, arrives at meetings and appointments on-time.
- **Change Management:** Develops workable implementation plans, communicates changes effectively, builds commitment and overcomes resistance, prepares and supports those affected by change, monitors transition and evaluates results.
- **Communication -** Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, demonstrates group presentation skills, participates in meetings.
- **Customer Service:** Manages difficult or emotional customer situations, responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service and assistance, and meets commitments.
- **Dependability:** Follows instructions, responds to leadership direction, takes responsibility for own actions, keeps commitments, completes tasks on time or notifies appropriate person with an alternate plan.
- **Diversity:** Shows respect and sensitivity for cultural differences educates others on the value of diversity, promotes a harassment free environment.
- **Ethics:** Treats people with respect, keeps commitments, inspires the trust of others, works with integrity and ethically, upholds organizational values.
- **Fiscal Responsibility:** Develops cost saving measures that are approved by management, tracks costs and fiscal compliance with contracts and grants.
- **Initiative:** Undertakes self-development activities, looks for and takes advantage of opportunities, asks for and offers help when needed.
- **Innovation:** Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, and develops innovative approaches and ideas.
- **Interpersonal:** Focuses on solving conflict, not blaming, maintains confidentiality, listens to others without interrupting, keeps emotions under control, remains open to others' ideas and tries new things.
- **Judgment:** Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision making process, makes timely decisions.
- **Leadership:** Exhibits confidence in self and others, inspires and motivates others to perform well, effectively influences actions and opinions of others, inspires respect and trust, accepts feedback from others, provides vision and inspiration, gives appropriate recognition to others, displays passion and optimism, mobilizes others to fulfill the vision, makes self available to staff, provides regular performance feedback, develops staffs' skills and encourages growth
- **Motivation:** Sets and achieves challenging goals, demonstrates persistence and overcomes obstacles, measures self against standard of excellence.
- **Organizational Support:** Follows policies and procedures, supports County's mission, vision and values.

- **Problem Solving:** Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, works well in group problem solving situations, uses reason even when dealing with emotional topics.
- **Professionalism:** Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts responsibility for own actions, follows through on commitments.
- **Quality:** Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality.
- **Safety and Security:** Observes safety and security procedures, determines appropriate action beyond guidelines, and reports potentially unsafe conditions.
- **Team Work:** Exhibits objectivity and openness to others' views, gives and welcomes feedback, supports everyone's efforts to succeed.
- **Technical Skills:** Assesses own strengths and weaknesses, pursues training and development opportunities, and strives to continuously build knowledge and skills, shares expertise with others.
- **Written Communication:** Writes clearly and informatively, edits work for spelling and grammar, varies writing style to meet needs, presents numerical data effectively, able to read and interpret written information.

## Essential Physical Abilities

### *Essential Physical Abilities:*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to use hands to operated computer keyboard;
- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust and focus and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form;
- Manual dexterity which permits the employee to operate a computer keyboard and to produce handwritten materials and notations and to lift and move materials from time to time;
- Occasionally lift and/or move up to 25 pounds;
- Personal mobility which permits the employee to visit and inspect financial records at other County and field work locations and operate a motor vehicle;
- Clarity of speech and hearing which permits the employee to communicate well with other County employees, vendors and the general public both in person and over the telephone.

### *Working Conditions:*

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is a typical office environment but will include working throughout the County in other office environments while conducting accounting functions
- The noise level in the work environment is usually low to moderate.